INDUSTRY PORTAL STEP-BY-STEP GUIDE

SUBMIT POST APPROVAL AMENDMENT

FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Post Approval Amendment in DOB NOW: *Build.*

The examples shown and used in this Step-by-Step Guide are specific to Post Approval Amendment.

HELPFUL LINKS

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP

FOLLOW US:

Twitter.com/nyc_buildings

Facebook.com/NYCBuildings

Guidelines

Post Approval Amendment

1. Post-Approval Amendment filings can be initiated on a given initial or a subsequent job filing only after the job filing is approved.

2. Only the user associated with the initial or subsequent job filing can initiate a Post Approval Amendment filing from the record's select actions on the dashboard.

3. When the PAA is initiated, all the data from the Initial or Subsequent parent filing will be auto populated on the PAA filing for the user to make changes, upload the required document, make required payments and submit the post-approval amendment to DOB for review.

ROLES & RESPONSIBILITIES

1. The Applicant of Record can be a Professional Engineer or a Registered

2. The Applicant of Record must attest to the created Job Filing.

3. The Owner must attest to the created Job Filing.

4. The Applicant of Record and the Owner can be the same person.

5. A Delegated Associates (Filing Representative Class II or Other Licensee) can be added to a Job Filing and can act on behalf of the Applicant of Record.

For FILING REPRESENTATIVES only

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Job Filing Requests). However, they can perform data-entry functions to provide information and upload documents.

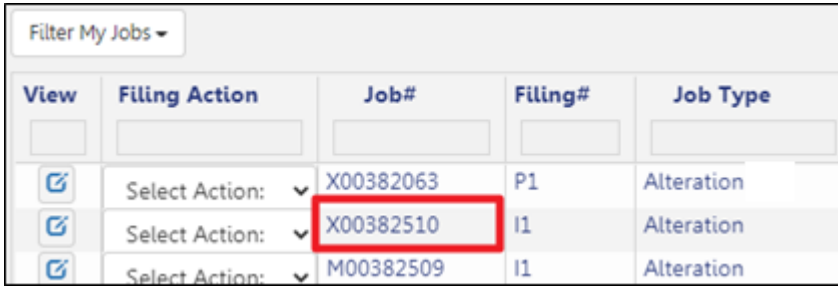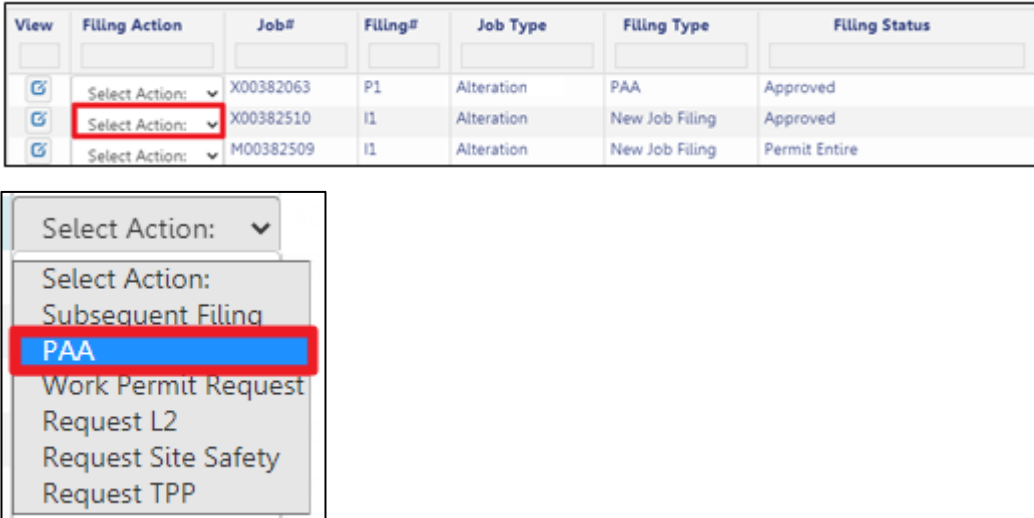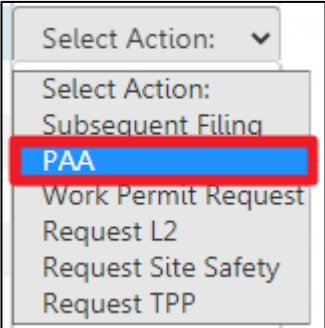2. Filing Representative cannot attest.

DOB NOW: *Build* – Submit Post Approval Amendment Step-By-Step Guide

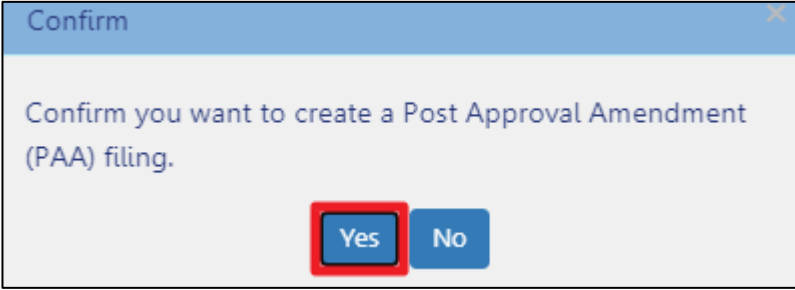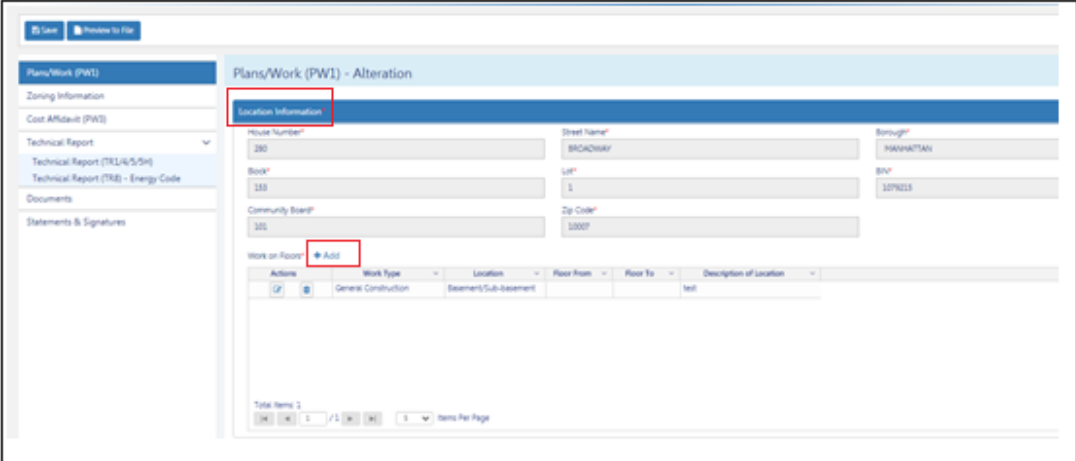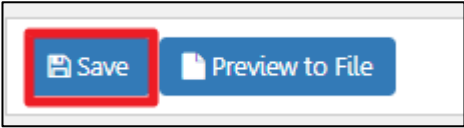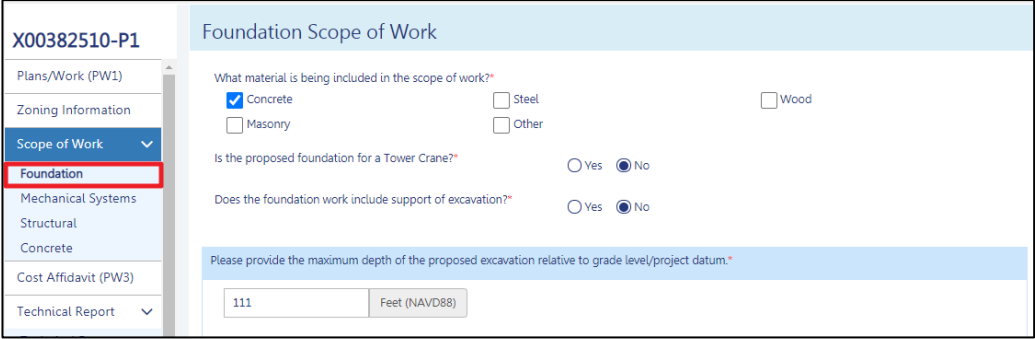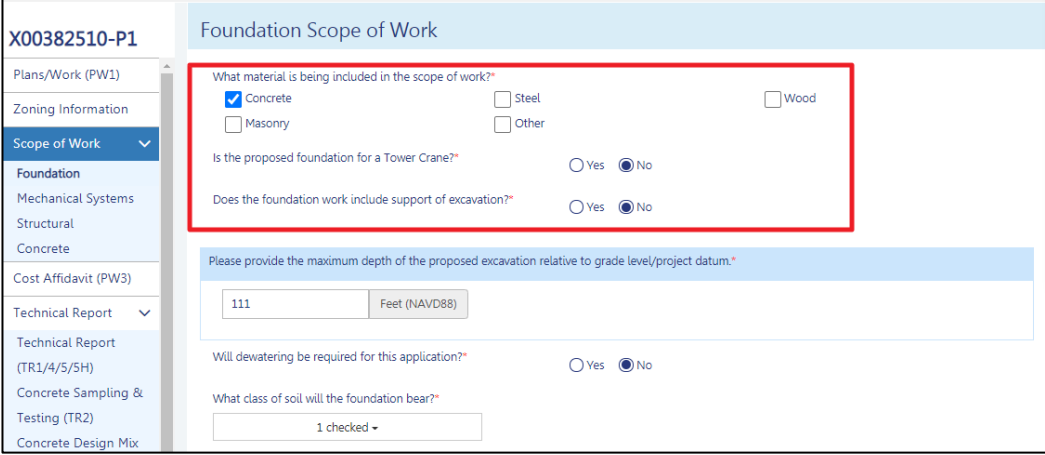In this Step-by-Step Guide, you will learn how to submit a Post Approval Amendment (PAA).

DOB NOW: *Build* — Submit Post Approval Amendment Step-By-Step Guide

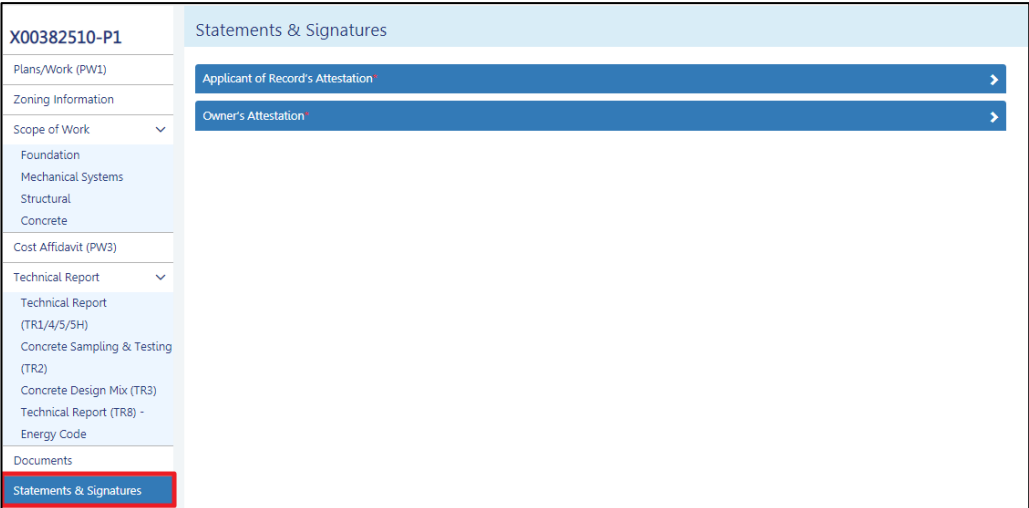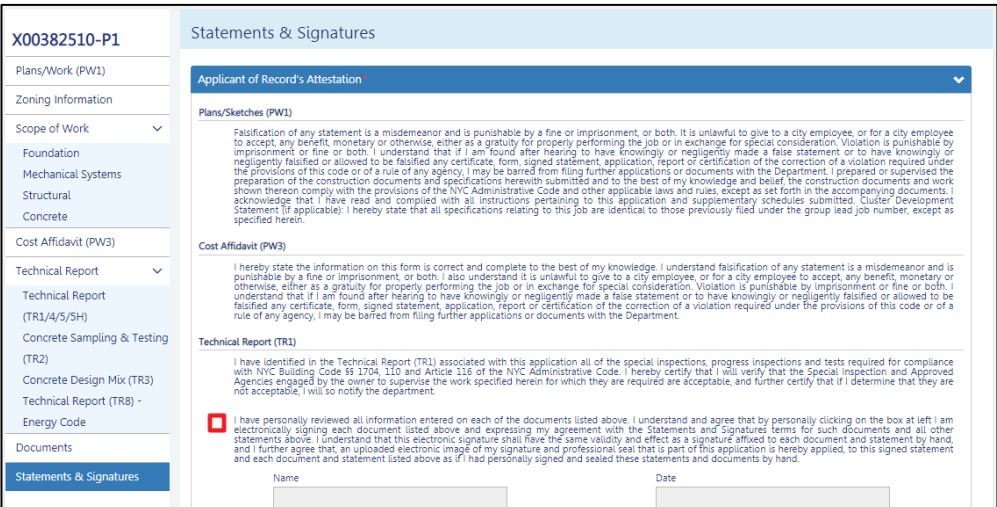In this Step-by-Step Guide, you will learn how to complete the following steps to submit a PAA:

Step	Action
(i)	**Note** A Post Approval Amendment or PAA allows the user to amend the Scope of Work within the category of work type on the initial or subsequent filing
	Post-Approval Amendment filings can be initiated on a given initial or a subsequent Job Filing, after the Job Filing is approved.
1.	Locate the **Job Filing**
2.	Select **PAA** from the drop-down list in the **Filing Action** Column.

Step	Action
3.	The Confirm pop-up window with the message **"Confirm you want to create a Post Approval Amendment (PAA) filing."** displays. Click **Yes** to proceed with creating the PAA.
4.	The filing to create PAA will open.
5.	Click **Save**. The PAA job filing number will be created.
ⓘ	The Job Filing number generated in the PAA filing is the same as the initial filing's job number with P1 added as a suffix. (e.g., X00382510-P1).
ⓘ	**Note** The **Location, Stakeholders and Filing includes** section is grayed out. These fields are NOT editable.

Step	Action
6.	Select the applicable **Scope of Work** tab (e.g. **Foundation**).
7.	Click on all necessary fields, tabs, and drop-down lists to make applicable changes to the filing.
(i)	**Add information to the Cost affidavit and Technical reports as needed.**
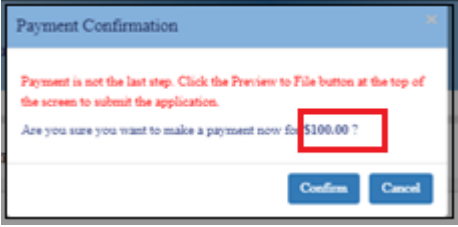
Step	Action
8.	Select the **Statements & Signatures** tab.
9.	Read all **Applicant of Record – Statements** and select the checkbox to electronically sign.

Step	Action
10.	Read all **Owners – Statements** and select the checkbox to electronically sign. Owner's Attestation Technical Report (TR1) I have reviewed the information provided herein and, to the best of my knowledge and belief, attest to its accuracy. I approve the identification of the responsible inspector. Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing each document listed above and expressing my agreement with the Statements and Signatures terms for such documents and all other statements above. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand. Name _____ Date _____
ⓘ	**Note** The **Name** and the **Date** fields will auto-populate after the checkbox is clicked.
🖥	Click **Save.** [💾 Save] [📄 Preview to File]
11.	A Notification pop-up window with the message **"Job filing has been saved."** displays. Click **OK** to close the Notification pop-up window. **Notification** ✕ Job filing has been saved. [OK]

Step	Action
12.	If the Owner type on initial or subsequent filing is not fee exempt, a $100 PAA Filing fee will be required
ⓘ	**Note** Continue with the steps under the Preview to File Step-by-Step Guide to submit the Job Filing.

You have completed the Post Approval Amendment Filing Step-by-Step Guide.